

Purchasing Department  
1320 West Main Street Suite 202  
Franklin, Tennessee 37064-3700  
Phone (615) 472-4010



**RFP # 1275  
WILLIAMSON COUNTY SCHOOLS  
DISTRICT COPY PAPER**

Williamson County Schools (WCS) is currently accepting proposals for the Districts Copy Paper distribution. Qualified bidders should submit sealed proposals using the attached forms. Proposals must be submitted in a sealed envelope express mailed or hand delivered to the WCS Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064, Attn: Skip Decker. **Sealed RFP envelopes will be received until 2:30 pm on Wednesday, December 1, 2021**, at which time they will be publicly opened. Faxed or emailed proposals will **not** be accepted. Any proposals received after the specified opening time will **not** be accepted.

In the event WCS must reschedule an RFP opening date or time, the specifications obtained from the WCS Purchasing Department in the RFP documents shall reflect the actual date and time. Once the sealed envelope is submitted to WCS, the Purchasing Department will stamp the face of the envelope to authenticate the actual date and time it is received. The RFP opening will take place at the aforementioned address.

**THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED RFP ENVELOPE**

- RFP #1275 District Copy Paper
- Dealer's Company Name and Address
- Date and time of Proposal opening

**THE FOLLOWING MUST BE INCLUDED INSIDE THE SEALED RFP ENVELOPE**

- Signed and dated proposal cover sheet
- Signed and completed Iran Divestment Certificate
- Criminal Background Affidavit
- Drug Free Workplace Affidavit

Williamson County Schools reserves the right to accept or reject proposals, based upon the evidence (or determined by WCS Staff) before or after the RFP opening, that a bidder is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice.

## **ATTENTION PROPOSER**

The proposal price must include full inside delivery to each WCS location. The awarded proposers' drivers will be expected to carry the paper inside the school to the appropriate location and stack the paper off the pallet if required, or in some schools the driver may leave the pallet in place if there is adequate space. WCS will determine which delivery option is necessary at its discretion. Having to stack the paper in some schools is required due to inadequate storage space. To reiterate the proposer's price must reflect this cost.

If a school requires a rare second-floor delivery or multiple areas within the building (which is discouraged and very unusual) WCS will expect to pay an additional fee of up to \$200 for this service. This extra delivery charge must be approved prior to delivery. Proposers should mention to the Central Office if a school requests this unusual delivery service. The dispatcher should note the details when scheduling an appointment and notify the Central Office the school is requesting special delivery. The Central Office will make the final determination on the special request. The procurement of this commodity involves more than just a "cheap" price per case. The awarded proposer is providing a service by delivering and handling the paper within the school building. Awarded companies will also provide the WCS Central Office with full documentation of delivery, including signed copies form each location showing proof of delivery.

- The proposal may be awarded to the lowest proposal or best overall proposal. WCS reserves the right to award based on quality, price and availability of product/services specified whichever is in the best interest of WCS. WCS intends to award the proposal to approximately (2) vendors. Awards shall be made on the best or most responsive RFP determined (by the WCS Purchasing Department) to be in the best interest of WCS. Our intent is to award the RFP to the lowest, best, and most responsive competitive proposers.
- Proposal is not limited or restricted to any specific brands provider or supplier, but the materials on which proposals are submitted and based should be of such character or quality of design as will serve the purpose for which it is to be used. Materials must be of the specified type. Williamson County Schools reserves the right, through the Purchasing Agent, to be the sole judge in such determinations. When no reference is made by the vendor to the make or model proposed to be furnished, it is understood that the specific article named in the proposal sheet will be furnished.
- This RFP project is ultimately subject to funding as with all WCS bid projects. WCS is a Tax exempt organization. Proposal cost must include any / all related sales and use tax...Although WCS is tax exempt – the proposer(s) are responsible for any / all sales and use tax for any materials and or equipment.
- This solicitation is a Request for Proposal (RFP) this is not a hard bid or RFB but instead is an RFP. Therefore, the award will be based not only on price, but service, ability to meet time constraints, scheduling & appointments, quality, and distribution expertise. If quantities are provided, they are approximations and may be estimates of annual usage

- not initial purchase quantity WCS cannot guarantee fulfillment of annual usage estimates.
- Proposals are to be valid for a minimum of 60 days or until awarded whichever comes first. WCS anticipates purchasing copy paper (in most circumstances) in two (2) consolidated shipments annually. In certain cases, there may be a third shipment, but this is not regular protocol. Because of the time frame, the first shipment on this RFP will take place around the middle of December 2021. The next shipment will be around late July (the beginning of school). During most years if an additional shipment is necessary it will be in mid-late Spring.
- For all awarded proposals, unit price will remain in effect for 12 months from commencement of RFP opening. In addition to the first year the awarded proposal shall remain in effect for a period of four (4) additional years to be renewed each year on an annual basis. The top two successful bidders shall be established thru the RFP process. Once the top two (2) proposals are awarded for the first year, the remaining years shall be strategically negotiated for the same scope of work over the next four (4) years, for a total contract term of five (5) years.
- The price structure over the renewal four (4) year period should be reasonably consistent with the same cost structure (relative to all proposals submitted and market conditions) as the original first year proposal...If WCS determines that one of the two awarded vendors is not cooperative with this plan – then WCS reserves the right to begin negotiations with the third best proposal if necessary. WCS shall evaluate the price and market conditions at the beginning of each additional year to determine if any increase or decrease in price is relevant and reasonable. Any changes in price would be negotiated by WCS with original awarded bidders (the same as in past awards). If at any time WCS determines these quotes to be out of line we will revert back to a formal RFP. Total contract shall not exceed a total of (4) years including the initial year. WCS anticipates receiving between 4-6 competitive sealed proposals from this original, project. The award for the first year will be made to the overall best proposal as evaluated by WCS for approximately 60% of the business. The “next best” proposer will receive approximately 40% of WCS business. WCS will annually contact each of the best two proposers (from the original July RFP) for such solicitation in the form of confidential quotes via email.
- WCS reserves the right to cancel the contract or service with or without a written notice within 30 days if necessary. Accordingly, if WCS elects the annual renewals, then copy paper sealed bids will not be advertised and formally solicited again until the end of five years from date of this original RFP opening.
- Awarded contractor is to submit One-Single invoice after each consolidated total shipment. Invoices must be reflective of the original proposal and must include a valid WCS PO number to be paid. There shall absolutely be no surcharges. Proposers should submit the most competitive “all in” proposed /cost in the original submittal and with every email proposal they submit. Bills or invoices for partial shipments or additional charges (with the exception of pre-approved special deliveries) are not acceptable.
- The submitted proposers shall include 100% complete turn-key delivery of the paper including all delivery inside the school to a lower-level storage area.

- WCS Purchasing Manager or his designee must approve any change in offers to the original RFP specifications.
- The proposer shall abide by, and comply with, the true intent of the specifications and not take advantage of any unintentional error or omission but shall fully address the full intent and meaning of each aspect of the specifications.
- It is the proposer’s responsibility to comply with all local, state, and federal laws, regulations, codes, licensing, and other requirements regarding the specifications of this project.
- In the event a proposer fails to perform its duties WCS may negotiate with the next best proposer to complete projects or services. In addition, the first proposer may forfeit future business with WCS.
- In the event proposals are over the WCS allotted budget, then WCS reserves the right to negotiate or value engineer with the apparent low proposers prior to the award of contract or issuance of a WCS purchase order number.
- The language of this RFP shall be binding unless mutually amended by WCS and the awarded proposer. Issuance of the purchase order will be the award notice. The terms and conditions of this RFP and detailed purchase order shall constitute entire agreement.
- By submission of a proposal, vendor certifies that all items are equal to or better than the referenced items and agrees to all terms and conditions stated herein.
- **IMPORTANT:** Proposer’s must use the proposal form included in the documents. The proposal form must be signed by an authorized representative of the company/business placing the proposal. WCS reserves the right to increase or decrease amounts and / or quantities if necessary.
- Packing slips or other evidence of delivery must be verified for accuracy and approved by appropriate WCS on –site personnel prior to submission of invoice or payment.

### **IMPORTANT INFORMATION**

It is important that proposers fully grasp and understand the full scope of this RFP project; for which the awarded vendors will be held responsible. WCS will place a consolidated purchase order that contains delivery details for various WCS locations along with comprehensive instructions. Awarded proposers must perform a “Managed Procurement & Distribution Project” which means this is not a simple “drop and run” shipment. Awarded Vendors shall properly manage every step of this process to the satisfaction of WCS Purchasing Department, including but not limited to proper notification calls, making delivery appointments, documentation, distribution, and installations – followed up with a clean, accurate, detailed consolidated invoicing after 100% of the project is completed to WCS satisfaction.

## **SPECIFICATIONS**

### **DESCRIPTION:**

SIZE..... 8 ½ x 11-inch letter size copy paper

White Bond.....Grain long

500 sheets..... per ream

10 reams..... Per case

Minimum..... 20 lb. weight

Minimum..... 92 brightness

First Run only..... (*recycled paper will not be accepted*)

National Brands .... non-converted and non-distressed

Domestic ONLY..... only paper that is manufactured in the continental US will be considered

**ANNUAL PROCUREMENT** .....*Approximately* 8,000 - 12,000 cases annually. This would be split approximately 60 / 40 between the two awarded proposers, the lower price receiving the largest order with the most locations, the second with the smaller order less locations.

1. 1st Distribution /delivery will typically be approximately 5,000 -7,000 cases of Paper delivered to approximately 52 locations (combined) throughout Williamson County, as noted on the PO.
2. 2<sup>nd</sup> Distribution/delivery should typically be approximately 3,000 - 5,000 cases of paper delivered to approximately 52 locations (combined) throughout Williamson County as noted on the PO.
3. If a 3rd additional shipment is need amounts will be determined at that time.

**INSIDE DELIVERY**..... As previously stated inside delivery to a first-floor storage room on – site will be expected and required. Second story delivery or other special request are not normally required. Refer to the previous statement concerning this information.

**PALLET JACKS**..... Pallet jacks will be permitted if extreme care is taken to prevent damages to any of WCS floors, walls, and doors. Important Note: Awarded bidder will be responsible for damages to the floors, walls, or doors. On-site delivery logistics must be factored into the per case bid price. Several schools have delivery docks... if a school has a dock the driver is expected to unload at the dock (no exceptions).

**DELIVERY APPOINTMENTS**.....Awarded bidders must notify each school (48) forty-eight hours in advanced of actual delivery. Deliveries may only be made during office hours.

**ADDITIONAL GROWTH**..... During the terms of this contract year for the first year and the next (4) possible renewal years WCS will add additional schools to this RFP. It is therefore understood that with respective growth quantities will most likely increase moderately each year.

**PROPOSAL COVER SHEET**  
**WCS RFP # 1275**  
**DISTRICT COPY PAPER**

This proposal form must be attached as the first page of the submitted RFP packet.

I, \_\_\_\_\_, (NAME) \_\_\_\_\_, (TITLE) \_\_\_\_\_  
verify that I have carefully read the specifications, terms, conditions, and instructions contained within this document and that I understand, acknowledge, and agree to all the language set forth in this document. By signing this document and submitting a proposal in a sealed envelope with Williamson County Schools, as the Proposer I fully acknowledge, understand, and accept the language contained within this RFP document.

**Notice to Proposer** – *If you find any of the language, terms, conditions, or specifications unacceptable – then please do not submit an RFP package for this project.*

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**UNIT PER CASE COST:**

**Unit price per each case of 8½ x 11-inch Copy Paper as specified \$ \_\_\_\_\_**

The price listed above is for bulk purchases and inside delivery / distribution to various WCS locations

WCS anticipates awarding this RFP on or before Friday, December 3, 2021. WCS would like to begin deliveries as quickly as possible. The district will be closed December 20 – Jan. 4, 2022. Please chose the time frame below your company can perform the first distribution.

Please indicate below when your company can begin the distribution.

- Tuesday, December 7 and be finished by Thursday December 16, 2021.  
My company will be available to deliver during this time frame. \_\_\_\_ Yes or \_\_\_\_ No.
- Wednesday, Jan. 5, 2022 and be finished by Friday Jan. 14, 2022.  
My company will be available to deliver during this time frame. \_\_\_\_ Yes or \_\_\_\_ No.

**DRUG-FREE WORKPLACE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with Williamson County Board of Education or County Government to provide services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not. \_\_\_\_\_

**Principal Officer**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ with whom I am personally acquainted ( or proved to me on the basis of satisfactory evidence ), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_ Notary Public

My commission expires: \_\_\_\_\_

**CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-4 13 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith naught.

Principal Officer

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ with whom I am personally acquainted (or proved

to me on the basis of satisfactory evidence), and who acknowledged that he/she is the \_\_\_\_\_ of

\_\_\_\_\_ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public

**My commission expires:** \_\_\_\_\_



## **CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., (“Act”). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

### **Certification Requirements.**

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

### **CERTIFICATION:**

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name \_\_\_\_\_

Printed Name of Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_ Date \_\_\_\_\_